

Process for positions requiring CLIA qualifications:  
posting position vacancies, selecting potential new hires and new hire checklist

Position Vacancy	Position Posting	Hiring Manager will inform Human Resources that a position needs to be filled
		Human Resources and the Hiring Manager will select the appropriate position posting
		Hiring Manager will decide which CLIA title should be included in the remarks section of the position posting Remarks: Candidate must meet the CLIA qualifications for (High Complexity Testing Personnel; Technical Supervisor; General Supervisor)
Applications submitted	Applicants paperwork	Human Resources will give applications to the hiring manager for the position
		Hiring manager may use the CLIA position charts as a job aid to review the applicants' qualifications to determine which applicants meet the minimum qualifications
		Hiring manager may consult with someone in QA to review the qualifications and the applicants' information to determine which applicants meet the minimum CLIA qualifications for the stated position
Candidate Selection Process	Interviews	Hiring manager should base interviews on, at a minimum, the CLIA qualifications for the position
		Hiring manager may request the applicant to bring a copy or the original of his/her college diploma and/or college transcript
	Reference checks	Hiring manager conducts reference checks on selected applicants
	Recommended candidate	Hiring manager selects the preferred candidate. The recommended candidate must complete and application and submit a copy of his/her college diploma and/or college transcript.
		Human Resources sends out the offer letter
New Employee	New employee	Start date of employment is established by the hiring manager and the new employee
		Human Resources will start the new In process form for new employees and give this form to QA/LIT/Operations Department
		QA/LIT/Operations Department will complete the form